



City of Phoenix
Development Services Department

Over the Counter Minor Site Plan Review Submittal Requirements

Plans should indicate development to be permitted within two (2) years of site plan approval. The applicant is responsible for providing the following information to the Development Services Department Site Planning Division, 200 West Washington Street, 2nd Floor, Station 6, Phoenix, Arizona 85003. For additional information, please call (602) 495-0302.

[] **PRELIMINARY SITE PLAN:** (Submit 8 folded and stapled copies to Station 6) **Fee:** _____

[X] Site Plans will need to be sealed by a registered Architect/Engineer to be included with Building Plan submittal.

General Information:

- [X] Name, address, telephone, fax number of owner and design professional preparing site plan.
- [X] Scale (engineering scales required; 1" = 40'-0" minimum).
- [X] Vicinity map, North arrow.
- [X] Provide 5" x 5" space in lower right corner of sheet for approval stamps.
- [X] Existing and proposed building footprint(s) and uses.
- [X] Show and dimension the following:
 - [X] Parcel/Lot Dimensions. (Tie to street monument).
 - [X] Building(s) to property lines and between buildings.
 - [X] All existing and proposed rights-of-way, streets/alleys and easements.*
 - [X] Existing and proposed rights-of-way improvements (curb type/gutter/sidewalk).*
 - * (Dimension from centerline of street to face of curb and property line).
 - [X] Driveway locations and widths.
 - [X] Traffic visibility triangles 10' X 20' (driveways), 33' X 33' (Intersections).
- [X] Show significant natural features (rock formations/washes/vegetation).
- [X] Show proposed walls, retaining walls, fences, berming, retention areas.
- [X] Show proposed 6" safety curbing and surface materials (asphalt/decomposed granite, etc.).
- [X] Show onsite/offsite locations of fire hydrants as used for fire protection of the project (350' spacing).
- [X] Show fire lanes (minimum 40' radius for turning movement/14' vertical clearance, 16' minimum width).
- [X] Accessibility routes to/from building entrances/exits, public sidewalks, bus stops, and parking areas.

Development Summary: Show:

- | | |
|--|---|
| [X] Existing Zoning. | [X] Legal Description. |
| [X] Acreage: Gross and Net. | [] Number of Residential Units. |
| [X] Building Square Footage (each building). | [] Density. |
| [X] Lot Coverage (based on net site area). | [] Zoning Adjustment Case Numbers (if applicable). |

Structures: Show:

- [X] Proposed building entrances.
- [X] Proposed building overhangs/canopies.
- [X] Proposed building/structure heights (stories/feet).
- [X] Location of service areas.

Site Features: Show:

- [X] Location and height of lighting (note if N/A).
- [X] Above grade utility cabinets and plumbing.
- [X] Location and size of refuse areas/enclosures.

Circulation/Parking: Show:

- [X] Existing and proposed parking (show calculations).
- [X] Number of parking spaces provided/required.
- [X] Dimensions of typical parking stalls (length/width), accessible stalls, maneuvering areas, and parking islands.
- [] Typical angle of proposed parking if less than 90 degrees.
- [] Location and size of loading docks.

Grading and Drainage Concepts: Show:

- [X] Existing grades on adjacent properties/top of curb to relate proposed finished floors to adjacent property.